4550

BILL NO. S-79-01-16

SPECIAL ORDINANCE NO. S-23-79

AN ORDINANCE approving City Utilities Purchase Order No. 0546 with Double Envelope for supplies for the Office Services Department.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That City Utilities Purchase Order No. 0546, dated December 8, 1978, between the City of Fort Wayne, by and through the City Utilities Purchasing Agent and the Board of Public Works and Double Envelope, for:

various printed envelopes for the various departments being serviced by Office Services Department,

at a cost of $12,247.50, all as more particularly set forth in said Purchase Order, which is on file in the Office of the Department of Purchasing and is by reference incorporated herein and made a part hereof, be and the same is in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be effective upon passage and approval by the Mayor.

[signature]
Councilman

APPROVED AS TO FORM AND LEGALITY,
[signature]
CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Stier, and duly adopted, read the second time by title and referred to the Committee on City Utilities (~~and the City Plan Commission~~ for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on ________, the ________ day of ________, 19__, at ________ o'clock ____ M.,E.S.T.

DATE: 1-9-79

Charles W. Westerman
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Hinga, and duly adopted, placed on its passage. PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	9	0			
BURNS	X				
HINGA	X				
HUNTER	X				
MOSES	X				
NUCKOLS	X				
SCHMIDT, D.	X				
SCHMIDT, V.	X				
STIER	X				
TALARICO	X				

DATE: 1-23-79

Charles W. Westerman
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) ~~(APPROPRIATION)~~ ORDINANCE (RESOLUTION) No. S-23-79 on the 23rd day of January, 1979.

ATTEST: (SEAL)

Charles W. Westerman
CITY CLERK

Winfield C. Moses Jr.
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 24th day of January, 1979, at the hour of 11:30 o'clock A M.,E.S.T.

Charles W. Westerman
CITY CLERK

Approved and signed by me this 24th day of January, 1979, at the hour of 4:00 o'clock P. M.,E.S.T.

Robert E. Armstrong
MAYOR

Bill No. S-79-01-16

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance approving City Utilities Purchase Order No. 0546 with Double Envelope for supplies for the Office Services Department

have had said Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance Do PASS.

PAUL M. BURNS - CHAIRMAN	Paul M. Burns
SAMUEL J. TALARICO - VICE CHAIRMAN	Samuel J. Talarico
VIVIAN G. SCHMIDT	Vivian G. Schmidt
DONALD J. SCHMIDT	D J Schmidt
JAMES S. STIER	James S. Stier

CONCURRED IN

DATE 1-23-79

CHARLES W. WESTERMAN, CITY CLERK

Council 12/26/78

C

Memorandum

To H. P. Wehrenberg, Board of Works　　Date December 8, 1978

From Ruth Winget, Purchasing Department

Subject Quote #0151, ENVELOPES

COPIES TO:

E. A. Stanczak Jr.
G. Thayer

Herewith are quotes (Quote #0151) relating to Purchase Order No. 0546 which is prepared favoring Double Envelope for 750/M Envelopes #10 & 750/M Remittance Envelopes for Office Service Department.

The attached 12/7/78 memorandum endorsed by the Office Service Superintendent explains the reason for favoring Double Envelope at their total price of $12,247.50.

Attached are the following documents in support of the recommendation for acceptance of Double Envelope quote.

1. Copy of all vendor's quotes.
2. Purchase Order No. 0546.

It is urged that in referring this quote to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming Purchase Order Number is given to Double Envelope until evidence of Council approval is furnished to the Purchasing Department.

R. A. Winget
R. A. Winget

Approved: Stephen D. Millspaugh
Stephen D. Millspaugh

66-273-9 12/11/78

Y.0.0546
Double Envelope

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 20, 1978 . Request for Quotation No. 0151

To be considered your quotation must be received by 4th M. December 1978

To: Curtis 1000 — Birch Bus. Forms.
Taylor Martin Paper
Double Envelope
U. S. Envelope
Doubleday Bros.
Boise Cascade Envelope Called 12/4 (will bring written quote, Weds. 12/6)

Quantity	Unit		Unit Price	Trade Disc.	Extensi
750 M	each	Standard Window #10 printed Envelope (AS PER SAMPLE ATTACHED)			
750 M	each	7½" x 3 7/8" Printed Envelopes Printed (AS PER SAMPLE ATTACHED)			
		Window Envelopes to be of Insertion Quality w/split gum line			
		Shipment to be received in three equal parts 250M each size			
		Mark Quotation Envelope, "Quote No. 0151 Due Date 12/4/78 "		TOTAL	

Following Must Be Complete

Terms: ____________

F.O.B. - Indicate Which of Following (Check)

Destination: ________

Shipping Point Freight Allowed: ______

Shipping Point: ______

Shipping Schedule: ________

Shipping Weight: ________

Signed: ____________

Date: ____________

Ruth Winget

Ruth Winget - Buyer

CITY UTILITIES
ONE MAIN STREET
CITY-COUNTY BUILDING
FORT WAYNE, INDIANA 46802

CITY UTILITIES
ONE MAIN STREET
CITY-COUNTY BUILDING
FORT WAYNE, INDIANA 46802

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 20, 1978 . Request for Quotation No. 0151

To be considered your quotation must be received by 4th M. December 1978

To: Double Envelope
P.O. Box 5372
Ft. Wayne, Indiana 46805

Quantity	Unit		Unit Price	Trade Disc.	Extensi
750 M	each	Standard Window #10 printed Envelope (AS PER SAMPLE ATTACHED)	$9.76/M		$7,320.00
750 M	each	7½" x 3 7/8" Printed Envelopes Printed (AS PER SAMPLE ATTACHED)	$6.57/M		$4,927.50
		Purchase orders must include an escalator clause allowing price increases relative to industry advances in paper price. Increases to be formulated as follows: For each 25¢/cwt. increase in paper price since 9/1/78, our unit price for unshipped envelopes would be increased by no more than 1 %.			
		Window Envelopes to be of Insertion Quality w/split gum line			
		Shipment to be received in three equal parts 250M each size			
		Mark Quotation Envelope, "Quote No. 0151 Due Date 12/4/78 "		TOTAL	$12,247.5

Following Must Be Complete

Terms: Net 30 days

F.O.B. - Indicate Which of Following (Check)

Destination: Fort Wayne, IN

Shipping Point Freight Allowed: ______

Shipping Point: ______

Shipping Schedule: ~~About 3 weeks~~

Shipping Weight: 6000 Lbs Total for each lot

Signed: Walt McCay

Date: November 29, 1978

Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 20, 1978.

Request for Quotation No. 0151

To be considered your quotation must be received by 4th M. December 1978

To: Taylor Martin Paper
4621 Executive Blvd.
Ft. Wayne, Indiana 46825

Quantity	Unit		Unit Price	Trade Disc.	Extens
[illegible] M	each	Standard Window #10 printed Envelope (AS PER SAMPLE ATTACHED)	See attached letter		
[illegible] M	each	7½" x 3 7/8" Printed Envelopes Printed (AS PER SAMPLE ATTACHED)	"	"	"
		Put all information on Quote sheet they consider paying for and we holding for Delivery.			
		Window Envelopes to be of Insertion Quality w/split gum line			
		Shipment to be received in three equal parts 250M each size			
		Mark Quotation Envelope, "Quote No. 0151 Due Date 12/4/78 "		TOTAL	

Following Must Be Complete

Date: ______

Terms - Indicate Which of Following (Check)

Destination: ______

Shipping Point Freight Allowed: ______

Shipping Point: ______

Delivery Schedule: 6 Weeks

Shipping Weight: 18,750 lbs.

Signed:

Date: December 2, 1978

Ruth Wingert - Buyer

Taylor Martin Papers, Inc.

4621 EXECUTIVE BLVD. • INTERSTATE INDUSTRIAL PARK • PHONE: 219/483-8146

POST OFFICE BOX 116 • FORT WAYNE, INDIANA 46801

December 1, 1978

City of Fort Wayne
Department of Purchases
One Main St.
Fort Wayne, Indiana 46802

Attn: Ms. Ruth Winget, Buyer

Gentlemen:

The following quotation is being submitted two ways, covering 750,000 Standard #10 Window Envelopes printed as per sample furnished, and for 750,000 7½" x 3-7/8" (24#) Regular Envelopes printed as per sample furnished:

The following would be ONE shipment only and direct from the Mill--

750,000	#10 24# Standard Window Printed Envelopes	$8.60/M	6,450.00
750,000	7½" x 3-7/8" 24# Regular Printed Envelopes	7.46/M	5,595.00
			12,045.00

Delivery would be within 6 weeks.

The second quote covers a BILL AND HOLD basis with 3 shipments to the customer, not to exceed 6 months delay from receipt of the original order.

750,000	#10 24# Standard Window Printed Envelopes	$9.34/M	7,005.00
750,000	7½" x 3-7/8" 24# Regular Printed Envelopes	8.10/M	6,075.00
			13,080.00

Delivery for first shipment would still be 6 weeks.

Thank you for allowing us to submit the above quotation. If we can be of further assistance, please call.

Yours very truly,

TAYLOR MARTIN PAPERS, INC.

Howard Habig
Howard Habig

jm
cc: Terry Hollman
Mike Neville
File

RECEIVED
PURCHASING DEPT.
AM DEC 1 1978 PM
7,8,9,10,11,12,1,2,3,4,5,6

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 20, 1978 . Request for Quotation No. 0151

To be considered your quotation must be received by 4th M. December 197 8

To: Doubleday Brothers
437 East Berry Street
Ft. Wayne, Indiana 46802

Quantity	Unit		Unit Price	Trade Disc.	Extensi
750 M	each	Standard Window #10 printed Envelope (AS PER SAMPLE ATTACHED)	10 41 EA		7,852.:
750 M	each	7½" x 3 7/8" Printed Envelopes Printed (AS PER SAMPLE ATTACHED)	8 77 EA		6,577.:
					14,430.(
		Window Envelopes to be of Insertion Quality w/split gum line Shipment to be received in three equal parts 250M each size			
		Mark Quotation Envelope, "Quote No. 0151 Due Date 12/4/78 "		TOTAL	

Following Must Be Complete

Terms: NET 30 DAYS

F.O.B. - Indicate Which of Following (Check)

Destination: (X)

Shipping Point Freight Allowed: ______

Shipping Point: ______

Shipping Schedule: 6 WEEKS

Shipping Weight: ______

Signed: [signature]

Date: 12-1-78

[signature]
Ruth Winget - Buyer

1

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 20, 1978. Request for Quotation No. 0151

To be considered your quotation must be received by 4th M. December 1978

To: U. S. Envelope
P.O. BOX 1166
16 S. Sherman Drive
Indianapolis, Indiana

Quantity	Unit		Unit Price	Trade Disc.	Extens[ion]
750 M	each	Standard Window #10 printed Envelope (AS PER SAMPLE ATTACHED)	9.16	-	$6,870.00
750 M	each	7½" x 3 7/8" Printed Envelopes Printed (AS PER SAMPLE ATTACHED)	7.55	-	$5,662.50
					12,472.5[0]
		Also quoted is an executive envelope.			
750m	each	Standard #10 executive w/window	7.59		5692.50
750m	each	3⅞ x 7½ printed 7¾ executive "See sample Attached"	6.25		4,687.50
					10,380.0[0]
		Window Envelopes to be of Insertion Quality w/split gum line			
		Shipment to be received in three equal parts 250M each size			
		Mark Quotation Envelope, "Quote No. 0151 Due Date 12/4/78"		TOTAL	

Following Must Be Complete

Terms: 1% 10 Nxt 20

F.O.B. - Indicate Which of Following (Check)

Destination: ______

Shipping Point Freight Allowed: ✓

Shipping Point: Indianapolis

Shipping Schedule: 2-3 weeks ARO.

Shipping Weight: 10,100

Signed: [signature]

Date: 11/30/78

[signature]
Ruth Winget - Buyer

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 20, 1978. Request for Quotation No. 0151

To be considered your quotation must be received by 4th M. December 1978

To: BIRCH BUSINESS SYSTEMS, INC.
4309 So. MADISON (#16)
MUNCIE, INDIANA 47302

Quantity	Unit		Unit Price	Trade Disc.	Extensi
750 M	each	Standard Window #10 printed Envelope (AS PER SAMPLE ATTACHED)	$10 11/20		$7582.5
750 M	each	7½" x 3 7/8" Printed Envelopes Printed (AS PER SAMPLE ATTACHED)	$8 17/20		$6127.5
		* Prices are based on current costs and are subject to change.			
		Window Envelopes to be of Insertion Quality w/split gum line			
		Shipment to be received in three equal parts 250M each size			
		Mark Quotation Envelope, "Quote No. 0151 Due Date 12/4/78 "		TOTAL	$1371C.1

Following Must Be Complete

Terms: Net 30 days

F.O.B. - Indicate Which of Following (Check)

Destination: Ft. Wayne

Shipping Point
Freight Allowed:

Shipping Point: ~~[illegible]~~

Shipping Schedule: 4 weeks (good)

Shipping Weight:

Signed: [signature]

Date: 12-5-78

[signature]
Ruth Winget - Buyer

Quotation C 5148

Envelope Division
Addison Plant
313 Rohlwing Road (Rt. 53)
Addison, Il. 60101
312/620-2828
TWX/910+991-1645

Boise Cascade

City of Fort Wayne
Department of Purchases
One Main Street
Fort Wayne, Indiana 46802

Date December 4, 1978

Attention: Ruth Winget

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION ON YOUR ENVELOPE REQUIREMENTS

Quantity	Size	Style and Printing	Stock	Price per Thousand
750 M	4-1/8 x 9-1/2	Open Side Diagonal Seam w/Standard Window Printed in Black Ink	24# FTW	$11.72 8,790.00
750 M	3-7/8 x 7-1/2	Open Side Side Seam Printed in Black Ink	20# FTW	$6.99 5,242.50

Total: 14,032.50

Prices are subject to adjustment reflecting the market conditions of raw materials at the time of manufacturing.

F.O.B. Fort Wayne, Indiana

Delivery Per current delivery schedule upon receipt of order

Terms NET 20 DAYS PLUS TAX WHERE APPLICABLE

Remarks Plus cost of plates where applicable

Lloyd Carlson
Lloyd Carlson

ALL ORDERS ARE SUBJECT TO THE APPROVAL OF AUTHORIZED PERSONNEL

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES

One Main Street
Fort Wayne, Indiana 46802

Date November 20, 1978. Request for Quotation No. 0151

To be considered your quotation must be received by 4th M. December 1978

To: Curtis 1000
418 E. Berry Street
Ft. Wayne, Indiana 46802

Quantity	Unit		Unit Price	Trade Disc.	Extensi-
750 M	each	Standard Window #10 printed Envelope (AS PER SAMPLE ATTACHED)			
750 M	each	7½" x 3 7/8" Printed Envelopes Printed (AS PER SAMPLE ATTACHED)			
		11-28-78 Dear Ruth: The salesman (Ed Wiley) left our employment so there is no salesman to take care of your requirements at this time - Thank you Herschel Hall			
		Window Envelopes to be of Insertion Quality w/split gum line			
		Shipment to be received in three equal parts 250M each size			
		CURTIS 1000 HERSCHEL HALL REP. 1723 Old Lantern Trail Fort Wayne, Indiana 46825			
		Mark Quotation Envelope, "Quote No. 0151 Due Date 12/4/78 "		TOTAL	

Following Must Be Complete

Terms: ______

F.O.B. - Indicate Which of Following (Check)

Destination: ______

Shipping Point Freight Allowed: ______

Shipping Point: ______

Shipping Schedule: ______

Shipping Weight: ______

Signed: ______

Date: ______

Ruth Wingut (signature)

Ruth Wingut - Buyer

66-273-9 12/11/78

CITY OF FORT WAYNE
CITY UTILITIES

DEPARTMENT OF PURCHASFS
CITY — COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL
PURCHASE ORDER NO. 0546

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE December 8, 1978

Double Envelope
P.O. Box 5372
Fort Wayne, Indiana 46805

SHIP TO —

Office Services Dept.
Basement City County Bldg.
One Main Street
Fort Wayne, Indiana . 46802

MAIL ALL INVOICES TO —
CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY - COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802
INVOICE IN DUPLICATE, INCLUDING CERTIFICATION AS REQUIRED BY INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL
	750 M	ea. Std. Window #10 printed Envelope (Per Sample received)		9.76/M	$ 7,320.00
	750 M	ea. $7\frac{1}{2}$ x 3 7/8 Printed Envelopes (Printed as per sample received)		6.57/M	4,927.50
					$12,247.50
		Window Envelopes to be of Insertion Quality w/split gum Line			
	NOTE:	Shipment to be received in three equal parts 250M ea. size			
		Per Quote #0151 Net 30 F.O.B. Ft. Wayne Ship: 8 weeks			
		SUBJECT TO COUNCILMANIC APPROVAL			
		RW/pl #168			

APPROVED Board of Public Works

Henry P. Wehrenberg
Ed. D. H. LaMar
Mary G Scott

ATTENTION!
Send all Invoices to General Accounting 4th Fl. City-County Bldg. [illegible] St. [illegible], Indiana 46802
Show P.O. Number on Packing Slip and Invoice.

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE, OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY ______________________
CITY UTILITIES PURCHASING AGENT

FORM U-46

City Utilities

PURCHASE REQUISITION

Double Envelope
P.O. Box 5372
46805

Date 11-16-78

Please order the following Material for Delivery as Specified:

To be delivered to Office Service — Req. No. 168

On or before — P. O. No. 0546

QUANTITY	DESCRIPTION	DIST. NO.	DEPARTMENT ESTIMATED COST
750M	ea Std. Window #10 printed	9.76/M	7320.00
	Envelope as per sample ~~attached~~ received		
750 M	ea 7½ X 3⅞ Printed Envelopes	6.57/M	4,927.50
	Printed as per sample ~~attached~~ received		
		#	12,247.50
	(~~All~~ Window Envelopes to be of		
	Insection Quality w/split gum		
	line		
	Note: Shipment to be received in three		
	equal parts 250M ea size		

Put on P.O.

REMARKS: Per ~~[illegible]~~ Quote #0151

Net 30

F.O.B. Ft. Wayne

Subj. to Councilmanic Approval.

Ship 8 weeks

RW

I hereby certify that the work or supplies above specified are necessary for stock or use in this department.

G. A. Thayer — Dept. Head

Department

Charge Light ______ Water ______ Sewage ______ RW

Date 12-7-78

To: Ruth Winget - Purchasing

Subject: Envelope Order for Office Service

Double envelope seems to be clearly indicated by price. We also have been doing business there for several years now + Service + Material has been good.

George A Pfleger
Office Service

FORM U-100

Quotes

1. Curtis 1000
   418 E. Berry St. 46802
2. Taylor-Martin Paper
   4621 Executive Blvd.
   46825
3. Double Envelope
   P.O. Box 5372 46805
4. U.S. Envelope
   P.O. Box 1166
   16 S. Sherman Dr.
   Indianapolis, Ind. 46206
5. Doubleday Bros.
   437 E. Berry St. 46802
6. Boise Cascade Envelope Div.
   Addison Plant
   313 Rohlwing Rd. (Route 53)
   Addison, Ill. 60101

Due: 12/4/78

4350

TITLE OF ORDINANCE SPECIAL ORDINANCE - CITY UTILITIES PURCHASE ORDER NO. 0546 - DOUBLE ENVELOPE

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS S-79-01-16

SYNOPSIS OF ORDINANCE CITY UTILITIES PURCHASE ORDER NO. 0546 - DOUBLE ENVELOPE FOR VARIOUS PRINTED ENVELOPES FOR THE VARIOUS DEPARTMENTS BEING SERVICED BY OFFICE SERVICES DEPT. IN AMOUNT OF $12,247.50.

(MEMORANDUM AND PURCHASE ORDER ATTACHED)

EFFECT OF PASSAGE ACQUISITION OF ENVELOPES FOR USE BY THE VARIOUS DEPARTMENTS

EFFECT OF NON-PASSAGE INTERRUPTION OF OFFICE OPERATIONS

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) $12,247.50 FROM CITY UTILITIES

ASSIGNED TO COMMITTEE

EP